**Exception Request Form**

2024 9% LIHTC

The Office of Multifamily Housing, Development Division implements the federal Low-Income Housing Tax Credit (LIHTC) program in addition to gap financing through the Housing Development Assistance Program (HDAP) to support the development of affordable rental housing throughout the state of Ohio. Exceptions to the Qualified Allocation Plan (QAP), LIHTC Rental Underwriting Guidelines, and Design and Architectural Standards (DAS) must be requested through this Exception Request Form and are considered on a case-by-case basis with compelling justification. Programmatic Exception Requests are due at Pre-Application while Underwriting and Design Exception Requests will be submitted and reviewed with the Proposal Application. In addition, Underwriting Exceptions may be submitted at Final Application if needed. Exceptions will not be considered for competitive criteria.

Instructions:

1. **Send a separate form for each individual Exception Request**
2. Include this form and all supporting documentation as directed in the 2024-2025 9% LIHTC QAP, either with the Proposal Application or Final Application. Exception requests submitted through the Exception Request Mailbox will not be considered.

|  |  |
| --- | --- |
| Date |  |
| Funding Round | 2024 9% LIHTC |
| Project Name |  |
| Project Address |  |
| Developer  |  |
| Developer Contact Name |  |
| Developer Contact Email  |  |
| Developer Contact Address |  |
| Developer Contact Phone  |  |
| Architect/Architectural Firm  |  |
| Construction Type (Check All) | [ ] New Construction [ ] Rehabilitation [ ]  Adaptive Reuse [ ]  Mixed  [ ] Moderate A [ ] New Construction [ ] Moderate B [ ] Rehabilitation  [ ] Substantial [ ] Adaptive Reuse  |
| Population Served (Check All) | [ ] General Occupancy [ ]  Senior [ ]  Service Enriched  |
| Other Important Information |   |

## Underwriting Exceptions

Underwriting exceptions are **due with the Proposal and Final Application** (if applicable). For each category below be as specific as possible and describe what actions you will take to best further the intent of the requirement. Provide supporting documentation as necessary to justify your request. Refer to the most recently-published [LIHTC Rental Underwriting Guidelines](https://ohiohome.org/ppd/resources.aspx) for further requirements and details on each of the below.

|  |  |  |
| --- | --- | --- |
| *Check* | UW Guidelines Section | Exception |
|[ ]  Development Budget: Construction Contingencies | Construction contingency exception if required by other funding sources |
|[ ]  Development Budget: Reserves | Minimum replacement reserve exception if required by other funding sources |
|[ ]  Income & Expense: Vacancy | Reduce vacancy assumption from 7% to 5% for preservation properties with project-based subsidy and high occupancy rate history |
|[ ]  Income & Expense: Income/Expense Escalation | Escalation exception for HUD/RD/PHA properties with break-even operations |
|[ ]  Income & Expense: Expenses | Service coordination expense exception for Service Enriched, senior, or if required by other funding sources |
|[ ]  Income & Expense: Debt Coverage Ratio (DSCR) | Reduction in minimum DCR from 1.20 to 1.15 if upward trends in DSCR is maintained over the 15-year Compliance Period |
|[ ]  Cost Containment | TDC per Unit and/or TDC per GSF exceeds Cost Containment standards outlined in the QAP. |

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| Justification |
| * For each category selected above, describe your justification for the request and the actions you will take to best further the intent of the requirement.
* Provide supporting documentation as necessary to justify your request. Refer to the most recently-approved LIHTC Rental Underwriting Guidelines for further requirements and details.
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